



<sup>d</sup>  
STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN:**

**MANAGEMENT SERVICES TECHNICIAN**

<b>SALARY RANGE</b>	Range A: \$ 2,545 – \$ 3,188 / per month* Range B: \$ 2,873 - \$ 3,600 / per month*  <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE</b>	Permanent / Full Time
<b>PROGRAM/DEPARTMENT</b>	Various / Various
<b>FINAL FILING DATE</b>	Until Filled

**DESCRIPTION OF DUTIES:** The Sonoma Developmental Center has an immediate opening for a Management Services Technician (MST). The MST provides clerical support and regularly performs the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks; use of modern office methods, supplies, and equipment; business English and correspondence; principles of effective training. The MST performs assigned work including the ability to spell correctly and makes arithmetical computations; serves as a timekeeper for assigned staff; maintains and tracks data and report due dates; operates various office machines including photocopiers, facsimile machines, personal computers/typewriters; evaluates situations accurately and takes effective actions; reads and writes at a level required for successful job performance; prepares detailed reports, keeps complex records; prepares correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; utilizes computer programs including but not limited to Microsoft Word, Access, Excel and Power Point; meets with the public, volunteers, employees and consumers; communicates effectively; provides functional guidance providing customer service in a professional manner; keeps up-to-date on specific laws, rules, office policies and procedures; schedules meetings, maintains appointment calendars; maintains database systems and tracks information.

**WHO MAY APPLY:** Candidates must possess Civil Service Eligibility to apply. This consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification may be located by visiting: [www.calhr.ca.gov](http://www.calhr.ca.gov) Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)  
P.O. Box 1493 (Use for all mailing)  
15000 Arnold Drive  
Eldridge, CA 95431  
(707) 938-6811

For Current Vacancies Contact: Susan Schrier, Quality Assurance at (707) 938-6992 or Rebecca Jasperse, Nutrition Services at (707) 938-66281 with questions regarding the essential functions of the position.

*Eligibility will be determined by the selection analyst in the Human Resources Department.*

***Faxed or electronically submitted applications without signature or resumes not accompanied by completed Form STD-678 (State Examination and/or Employment Application) will not be accepted.***

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.